

TO: City/Town Clerks, Election Commissioners
FROM: Mike Sullivan, Director, Office of Campaign and Political Finance
RE: Order forms and other pertinent information
DATE: November 2006

Once again, OCPF is writing to assist local clerks and election commissioners in receiving materials for campaign finance reporting by local candidates and committees, for both year-end reports and the 2007 municipal elections.

Order forms

You may fill out the enclosed order form and mail or fax it to us, or you may e-mail your order to us at clerks@cpf.state.ma.us. Please be sure to indicate the date of your next municipal election to assist our staff in prioritizing our mailings to you. **Please request materials only in the amount you need.**

The M102 is the standard reporting form for local candidates and committees, including ballot question committees. Those who have no activity, however, may instead sign the M102-0 form. Because several can sign the same form, just a few will serve for the entire election period.

Most forms you have on hand from last year can still be used, with exception of the forms marked "revised" on the order form (M101 BQ, M22, 18A), which replace earlier versions. You, your candidates and your ballot question committees can also visit our website, www.mass.gov/ocpf, to download all OCPF forms, including the M101, M102 and M102-0 forms for local candidates and committees, as well as the guides for local candidates and ballot question committees.

Please be advised that candidates are no longer required to file the form Schedule E: Disposition of Assets. We have therefore taken it off the order form.

Sample year-end notice

The attached sample notice is provided to help you inform candidates and political committees of their year-end filing responsibilities. Please note that all candidates or committees with cash balances or outstanding liabilities as of their last reports must file a year-end report by Jan. 22 (the statutory deadline of Jan. 20 falls on a Saturday). In addition, all incumbents, whether or not they have a cash balance, raised or spent any money or had an election in 2006, must file a year-end report. That includes incumbents who did not seek re-election and are leaving office.

Seminars/Training

We are always available to visit if you and/or your staff want to review the filing process and any other issues. We especially recommend such a visit to new clerks. We are also available to conduct a seminar for your local candidates and committees on such topics as filing requirements, the role of public employees and officials in campaigns and issues concerning local ballot questions. We get many inquiries about the latter issue, due to the growing number of override and debt exclusion votes and the restrictions on the use of public resources to influence voters. Simply contact me or OCPF's Director of Public Information, Denis Kennedy, to schedule a session for your office or a seminar in your community.

As always, please feel free to contact us if you have a question or concern. Best wishes from all of us at OCPF for the holidays and the coming year.